



## WORKPLACE SURVIVAL GUIDE

Adapted from *The Worst-Case Scenario Survival Handbook™: Work*, by Joshua Piven & David Borgenicht, ©2003 by Quirk Productions, Inc. Used with permission of Chronicle Books. Visit [WorstCaseScenarios.com](http://WorstCaseScenarios.com).

Most people spend more than one-third of their adult waking lives on the job. You spend so much time at work, the odds are staggering that something is going to go wrong while you're there. Read on for some workplace survival advice.

### How To Stay Awake During A Meeting (AKA How To Beat the 3PM Slump)

*Be on guard for mind-numbing repetition.*

If phrases like "need better communication" and "building a team" are repeated, or if graphs and pie charts are projected endlessly, exit the room for a few minutes.

*Exercise.*

Exercise combats fatigue and keeps the mind alert. Take frequent walks around the room or do calisthenics. If possible, jog in place.

*Use interrogation techniques.*

Pinch yourself, sit in an uncomfortable position, or stare wide eyed at a bright light—the pain will heighten your awareness.

***"AND DON'T FORGET", co-author Joshua Piven says: "Keep an adequate stockpile of Lipton® Cup-a-Soup® at work to simultaneously soothe the nerves and pick you up."***

### How To Survive In A Tiny Workspace

*Install convenience items.*

A small fan is effective in filtering out annoying noises such as typing and phone conversations.

*Build upward.*

Staplers, tape dispensers, card files, and other items that traditionally occupy valuable space on top of a desk can be suspended from the ceiling to create a more spacious environment below.

*Use mirrors.*

Hang a large mirror on the cubicle wall to create the illusion of spaciousness. Adding a small, stick-on, wide-angle mirror to the edge of your monitor allows you to see if someone is peering into your cubicle from behind.

### How To Enhance Your Stature

*Pretend you have an assistant.*

Ask a spouse or friend, preferably with an intriguing foreign accent, to record your outgoing message. While you are with someone you want to impress, either in an office conference room or at a restaurant, have a friend call you at a pre-arranged time.

*Attend meetings to which you are not invited.*

People will never question your attendance if you bring food.

*Look busier than you are.*

Purchase a headset and attach it to your phone. Keep large piles of paper on your desk at all times and type furiously from time to time.